

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



April 4, 2002

All-County Letter No. 02-32

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY PROMOTING SAFE AND  
STABLE FAMILIES PROGRAM  
COORDINATORS

## Reason for this Transmittal

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by California Department of Social Services

SUBJECT: PROMOTING SAFE AND STABLE FAMILIES (PSSF) THREE-YEAR  
PLAN GUIDELINES FOR FEDERAL FISCAL YEARS 2003-2005

REFERENCE: WELFARE AND INSTITUTIONS CODE SECTION 16600-16605,  
ALL COUNTY LETTER NO. 01-20, DATED MARCH 10, 2001, COUNTY  
FISCAL LETTER NO. 01/02-37, DATED NOVEMBER 9, 2001,  
REAUTHORIZATION BILL (PUBLIC LAW 107-133)

The purpose of this letter is to transmit the PSSF three-year plan guidelines for Federal Fiscal Years (FFY) 2003-2005 and instructions for the annual plan update for FFY 2002. As a result of reauthorized federal funding of PSSF (PL 107-133), counties are required to submit a new plan for services reflecting the upcoming three-year period. Please note that

PL 107-133 continues to require that services be provided in the four components of Family Preservation, Family Support, Time-Limited Family Reunification and Adoption Promotion and Support.

**County Plans:**

Each year the California's Department of Social Services (CDSS) is required to submit information to the federal government illustrating how PSSF funding has impacted program design, the delivery of services, and the quality of life for the children and families served in the State's Child and Family Services Plan (Title IV-B Plan). As a result, the information contained in the three-year county plans and annual plan updates will be incorporated by CDSS into the State's Title IV-B Plan and Annual Progress and Services Report update.

This year's Title IV-B Plan must be submitted by CDSS to the federal government no later than June 30, 2002. In order to meet this deadline, PSSF three-year county plan for FFY 2003-2005 must be completed and submitted to CDSS no later than April 15, 2002.

**Counties are to send three copies of the plan for FFY 2003-2005 and annual plan update for FFY 2002 to the following address no later than April 15, 2002:**

California Department of Social Services  
Office of Child Abuse Prevention  
Promoting Safe and Stable Families  
744 P Street, MS 19-82  
Sacramento, California 95814

Instructions for the completion of the three-year county plan and annual plan update are enclosed with this letter.

**Use of PSSF Funds:**

As stated in ACL No. 01-20, the Adoptions and Safe Families Act of 1997 (PL 105-89) specifies that not more than ten percent of expenditures under PSSF for any fiscal year shall be for administrative costs. Additionally, it states that the remaining expenditures are to be used for Family Preservation; Family Support; Time-Limited Family Reunification; and, Adoption Promotion and Support with specific amounts to be expended in each component as outlined below.

States are expected to allocate 20 percent to each service category or provide a strong rationale if the allocations are below 20 percent for any one of the service categories. Counties must operate their programs accordingly. Counties that are not currently allocating 20 percent to each service category must provide a plan describing how the county will progress to a significant portion of 20 percent in all four service categories by Federal Fiscal Year 2004.

CFL No. 01/02-37 provides the appropriate Program Codes for claiming to the four service components. The Program Codes are: 515 Family Preservation Services, 516 Family Support Services, 675 Adoption Promotion and Support Services, and 676 Time-Limited Family Reunification Services.

It is critical that counties use the appropriate Program Codes for expenditures associated with each component when claiming so that spending in all four service components can be accurately identified and counties can be credited with spending the funds appropriately. As a result, if they have not already done so, Promoting Safe and Stable Families county planning bodies should begin allocating a significant portion of their program funding to all four service categories or be prepared to provide a strong rationale for not doing so.

Additionally, counties may wish to combine the planning activities for all of their prevention efforts, i.e., Child Abuse Prevention, Intervention and Treatment and Community Based Family Resource and Support Programs with PSSF.

If you have any questions regarding the development of the FFY 2003-2005 county plan, the county plan annual update or need clarification regarding the allocation of PSSF funds for the four service components, please contact your county consultant (see list enclosed) in the Office of Child Abuse Prevention at (916) 445-2771.

Sincerely,

SYLVIA PIZZINI  
Deputy Director  
Children and Family Services Division

Enclosure

c: County Welfare Directors' Association

**Promoting Safe and Stable Families**  
**Three-Year Plan**  
**for Federal Fiscal Years 2003 – 2005**  
**and Annual Plan Update for Federal Fiscal Year 2002**

**Instructions and Requested Format**

**Date:**  
**County:**  
**Contact Person:**  
**Organization/Agency Name:**  
**Address:**  
**E-mail:**  
**Telephone:**  
**Fax:**

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**Part I: Update on the previous year's activities**

Describe the progress made during the past year on achieving identified goals.

- County Promoting Safe and Stable Families vision statement.
- Each of the county's Promoting Safe and Stable Families goals and objectives.
- The indicators tracked for each objective identified.
- The data collected and methodology used to collect the data for each indicator. Specify parameters of data collection (e.g., the time period during which the data was collected).
- The conclusions/outcomes reached as a result of the evaluation of the data.

**Part II: County Plan for the Next Three Year Period (2003-2005)**

**A.** Categorize services and programs according to how they fulfill the seven federal required outcomes. Those outcomes are:

- Reduce the recurrence of child abuse and/or neglect.
- Reduce the incidence of child abuse and/or neglect in foster care.
- Increase permanency for children in foster care.
- Reduce time in foster care to reunification without increasing re-entry.
- Reduce time in foster care to adoption.
- Increase placement stability.
- Reduce placements of young children in group homes or institutions.

The information needed under each of the identified outcomes is as follows:

1. Reduce the recurrence of child abuse and/or neglect.
  - Describe the Family Preservation and Support Program services being provided in your county to reduce the recurrence of child abuse and/or neglect. For each service being provided, include the service site, the service provided and target population.
2. Reduce the incidence of child abuse and/or neglect in foster care.
  - Describe the Family Preservation and Support Program services being provided in your county to reduce the incidence of child abuse and/or neglect in foster care. For each service being provided, include the service site, the service provided and target population.
3. Increase permanency for children in foster care.
  - Describe the Family Preservation and Support Program services being provided in your county to increase permanency for children in foster care. For each service being provided, include the service site, the service provided and target population.
4. Reduce time in foster care to reunification without increasing re-entry.
  - Describe the Family Preservation and Support Program services being provided in your county to reduce time in foster care to reunification without increasing re-entry. For each service being provided, include the service site, the service provided and target population.
5. Reduce time in foster care to adoption.
  - Describe the Family Preservation and Support Program services being provided in your county to reduce time in foster care to adoption. For each service being provided, include the service site, the service provided and target population.
6. Increase placement stability.
  - Describe the Family Preservation and Support Program services being provided in your county to increase placement stability. For each service being provided, include the service site, the service provided and target population.
7. Reduce placements of young children in group homes or institutions.
  - Describe the Family Preservation and Support Program services being provided in your county to reduce placements of young children in group homes or institutions. For each service being provided, include the service site, the service provided and target population.

If there are no services addressing one of the above listed federal outcomes for children and families, please address the outcome with “no applicable services.”

**Describe all other services that promote safe and stable families that do not fit into the above seven federal outcomes.**

When describing these services, include the following:

- Desired service outcome - state the outcome to be achieved by delivering the service.
- Service site - describe where the service is provided, for instance, at a school, a Family Resource Center, etc.
- Services provided - describe all of the services provided.
- Target population - describe the target population for the service.

**The following additional categories and specific descriptions must be included:**

- B.** Planning Bodies: Describe any significant changes since your last three-year plan in the local planning bodies or the collaborative planning process.
- C.** Objectives: Utilizing measurable data, describe progress in achieving objectives. Note any changes since your last three-year plan in methods and tools used to gather data and measure results.
- D.** Staff Training: Describe staff development and training activities that support the Family Preservation and Support Program plan goals and objectives.
- E.** Technical Assistance: Describe technical assistance given by the county that supports service providers and the Family Preservation and Support Program plan goals and objectives.
- F.** Baseline Data: Describe collected county baseline data and how it is being used for evaluations and plan modifications. Provide data analysis and interpretation in regards to outcomes and measures.
- G.** Evaluation Processes: Describe progress toward program and service evaluation, including the varying methods that may be used for evaluation such as client satisfaction surveys and on-site reviews. In addition, include any key results that have been collected from evaluation processes. Provide all existing data analysis and evaluation reports.
- H.** Service Category Allocation: List the percentage of funding allocated for each of the four service categories. Where family preservation and family support services are provided to reunifying and adoptive families, including, for example, costs for outreach and education, break out these amounts and include them in the total allocations for time-limited family reunification and adoptions promotion and support.

If allocation percentages are significantly above or below 20 percent, provide target percentages for Federal Fiscal Year 2004 that will bring the county's allocations for the four service categories closer to the 20 percent requirement.

<i>Service Category</i>	<i>Allocation Percentage for Federal Fiscal Year 2003</i>	<i>Target Allocation Percentage for Federal Fiscal Year 2004</i>
Family Preservation		
Family Support		
Adoption Promotion and Support		
Time-Limited Family Reunification		

For counties whose allocation percentages for Federal Fiscal Year 2003 are below 20 percent, describe how service needs are being met using other funds or provide a strong rationale for the allocation percentages.

- I. Linkages: Describe the linkages developed between and among the services under these four categories and other service systems. Of particular interest are any linkages with CalWORKs, substance abuse and mental health treatment systems.

### **Approval by the Board of Supervisors**

Include a signed copy of a resolution by the Board of Supervisors approving the county's Promoting Safe and Stable Families three-year plan. If you are unable to complete the formal approval process through the Board of Supervisors by April 15, 2002, you may submit the plan pending approval and stating the date of scheduled Board action.

OFFICE OF CHILD ABUSE PREVENTION (OCAP) COUNTY CONSULTANTS

March 2002

C O U N T Y	ALAMEDA CONTRA COSTA IMPERIAL NAPA ORANGE RIVERSIDE SAN BERNARDINO SONOMA STANISLAUS	ALPINE AMADOR FRESNO LOS ANGELES PLACER SACRAMENTO SAN DIEGO SOLANO YOLO	CALAVARAS MARIN MODOC SAN JOAQUIN SANTA BARBARA SHASTA SISKIYOU TRINITY TUOLUMNE	DEL NORTE HUMBOLDT LASSEN MONTEREY SAN BENITO SAN FRANCISCO SAN LUIS OBISPO SAN MATEO SANTA CLARA SANTA CRUZ VENTURA	EL DORADO KINGS LAKE MADERA MARIPOSA MENDOCINO MERCED MONO NAVADA SIERRA SUTTER TULARE	BUTTE COLUSA GLENN INYO KERN PLUMAS TEHAMA YUBA
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